

Idaho Public Charter School Commission Pre-Opening Assurances

Academic Year:		
Name of Charter School:		
	Initial	Copy to PCSC
Performance Certificate has been signed and is on file.		
Current enrollment figures are based on completed enrollment forms submitted and can be documented.		
Break-even or better enrollment has been achieved.		
Copy of facility lease or mortgage is available.		
Necessary facility inspections have been initiated and a timeline for all required improvements established.		
School calendar is in place for the upcoming school year.		
Curriculum scope and sequence for the grades to be serviced in the first year are complete.		
Textbooks/Curriculum are available or have been ordered, as evidenced by invoices.		
Internal control policies have been reviewed in risk analysis and developed as appropriate.		
All required and appropriate insurance policies have been obtained.		
A staffing plan has been developed for the upcoming school year.		
Contracts and position descriptions have been established for administration, directors, teachers, and support staff.		
Annual budget has been approved by the board and submitted to the SDE and PCSC.		
Policies and procedures for identifying and servicing ELL and SPED students are appropriate and in place.		
Student/Parent handbook has been developed and is available.		
Staff policies and/or handbook has been developed and is available.		
School's Board handbook has been developed and is available.		
A system has been developed and is in place for gathering and reporting student data needed for federal entitlement programs.		
Policies and procedures for student record receipt and review are appropriate and in place.		
Fire Inspection has been conducted, passed, and is on file.		
Certificate of Occupancy specifying maximum occupancy awarded and on file.		
Custodial/Maintenance services have been hired or contracted for.		
An independent auditor has been contracted for year-end audit services.		
Forms have been acquired for tracking of purchase orders, checks, reimbursements, leave requests, etc.		

A food service agreement has been signed and is on file.		
A transportation agreement has been signed and is on file.		
All teachers are properly licensed and documentation is on file.		
A Special Education Director has been identified and hired.		
Special Education record keeping procedures have been developed and the responsible staff identified.		
A staff professional development plan is in place and available.		
All staff listing with titles and positions, along with any vacancies, is submitted to the PCSC.		
Board conflict of interest policies and code of ethics have been signed and are on file.		
Job descriptions for board officers and members have been developed.		
A board training plan has been outlined.		
School's Board meeting calendar has been established and is available on website		
School has developed a website with links to board information and expenditure postings.		
Updated list of governing board members, listing position and contact information, is submitted to the PCSC.		

CERTIFICATION IS HEREBY GIVEN THAT ALL FACTS AND REPRESENTATIONS MADE ON THIS ASSURANCE DOCUMENT ARE TRUE AND CORRECT.

Printed Name and Title of Authorized Charter School Representative

Signature of Authorized Representative

Date Signed
